

DGS-550-1
REV. 7/86DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. 612-137PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland Occupational Safety and Health (MOSH)
Department of Licensing and Regulation, Division of Labor and Industry

Item No.	Description	Retention
1.	<p><u>Administration Files</u></p> <p>a. <u>Federal Directives and Correspondence</u></p> <p>These files represent the formal directions received by the MOSH Program from OSHA. They include standards notices, policy and procedure memorandums and MOSH's responses.</p> <p>b. <u>State Plan Activity Measures Reports (SPAM)</u></p> <p>These federally generated computer printouts reflect Maryland's performance against the same federal performance measures. These reports are used to evaluate Maryland's MOSH Program.</p> <p>c. <u>Micro Computer Standard Reports</u></p> <p>These Computer reports were developed by Federal OSHA and can be generated for the time specified.</p> <p>d. <u>Micro Computer Local Reports</u></p> <p>These computer reports were developed by the unit and can be generated for the time specified.</p> <p>e. <u>General Correspondence</u></p> <p>General correspondence to include special studies, Maryland Public Information Act requests, Daily Logs and Monthly Reports are contained in these files.</p> <p>Retention date is from date of response.</p>	<p>Retain for ten (10) years then destroy</p> <p>Retain for ten (10) years then destroy</p> <p>Retain for three months then destroy</p> <p>Retain for three months then destroy</p> <p>Retain for three (3) years after closing/cutoff date or if applicable until all audit requirements have been fulfilled then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

8-21-91 *Reginald Miller* *Director*
Date Signature Title

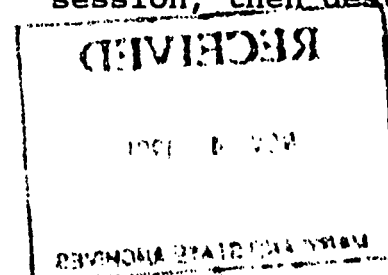
DEC. 19 1998

Date

State Archivist

Edward C. Papenfuss

Item	Description	Retention
2.	<p><u>MOSH Inspection Files</u></p> <p>Maryland Occupational Safety and Health (MOSH) inspections may be the result of accidents, complaints, referrals, follow-ups, or general schedule inspections. All files contain the inspector's report and narrative, violations found, action taken or citations issued, correspondence, photographs, and other pertinent evidence. Accident cases will contain accident notification information, witness reports and police reports. Complaint cases will contain complaint forms and pertinent correspondence.</p>	<p>Retain permanently. Transfer periodically to the Archives.</p>
3.	<p><u>MOSH Discrimination Case Files</u></p>	
	<p>These records may contain complaints witness reports, interviews, investigator reports and narratives, correspondence, and other pertinent material.</p>	<p>Retain for five (5) years, then destroy</p>
4.	<p><u>MOSH Consultation Files</u></p>	
	<p>Consultation files contain employer's requests, consultation visit information and report, and pertinent correspondence.</p>	<p>Retain for five (5) years, then destroy</p>
5.	<p><u>MOSH Training Files</u></p>	
	<p><u>a. Course Files</u></p>	
	<p>These records contain course outlines attendance records, summary sign-in sheets and course evaluations.</p>	<p>Retain for three (3) years, then destroy</p>
	<p><u>b. Attendance Requests</u></p>	
	<p>These records are the requests received from interested individuals to request attendance.</p>	<p>Retain for one month after the training session, then destroy</p>



Item No.	Description	Retention
6	<p data-bbox="214 319 669 351"><u>Research and Statistics</u></p> <p data-bbox="214 372 999 446">a. <u>Worker's Compensation First Report of Injury Involving Lost of Work Time</u></p> <p data-bbox="272 468 1040 585">These reports include documentation of employee injuries that were filed by employers. These injuries resulted in one or more days lost from work.</p> <p data-bbox="214 606 982 702">b. <u>Workmen's Compensation First Reports of Injury Not Resulting In a Loss of Work Time</u></p> <p data-bbox="272 723 1040 840">These reports include documentation of employee injuries that were filed by employers. These injuries did not result in a loss of work time.</p> <p data-bbox="214 861 949 904">c. <u>Results of First Reports of Injury</u></p> <p data-bbox="272 925 1040 1010">These computer printouts contain the basic facts summarizing the occurrences of work injuries and illnesses.</p> <p data-bbox="214 1032 693 1074">d. <u>Annual Survey Reports</u></p> <p data-bbox="272 1095 1065 1330">These reports consist of summaries of all injuries and illnesses that occurred in an establishment. The employer furnishes basic information concerning the nature of the business, the number of employees, total cases, deaths, lost work day cases, and non lost work day cases.</p> <p data-bbox="214 1351 751 1393">e. <u>Results of Annual Survey</u></p> <p data-bbox="272 1415 1007 1510">These results summarized the industry experiences in occupational injuries and illnesses.</p>	<p data-bbox="1148 468 1528 532">Retain for four (4) years, then destroy</p> <p data-bbox="1148 723 1544 787">Retain for 6 months, then destroy</p> <p data-bbox="1148 925 1544 989">Retain for three (3) years, then destroy</p> <p data-bbox="1106 1095 1585 1159">Retain permanently. Transfer periodically to the Archives.</p> <p data-bbox="1106 1415 1585 1478">Retain permanently. Transfer periodically to the Archives.</p>

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Item No.	Description	Retention
	<p data-bbox="183 278 672 314">f. <u>General Correspondence</u></p> <p data-bbox="237 336 1001 455">General correspondence and material relating to special studies, new releases, and bulletins are contained in these files.</p>	<p data-bbox="1153 342 1538 406">Retain for three (3) years, then destroy.</p>